

15 June 1954

MEMORANDUM FOR: Chief, Classification and Wage Division, OP

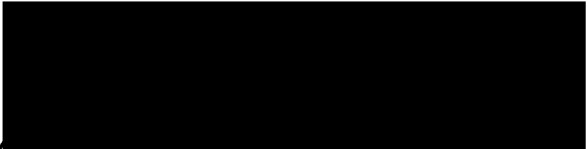
SUBJECT: Table of Organization Changes - Processing and
Records Division

1. This is to confirm our verbal discussion of 14 June 1954 wherein you were advised of the necessity for making certain changes in order to have people properly assigned to the functions they are performing.

2. It is requested that Position No. Q 348, Mail Clerk, GS 0305.03-3, be changed to that of Mail and File Clerk, assignable to Position No. Q 345, GS 0305.05-4. In making an examination of the Files Section, it has been determined that the one individual currently in Position No. Q 348 has been spending more than 90% of her time for the last sixty days performing the duties of a File Clerk in the Files Section. It is also deemed necessary that in view of the fact that one person has adequately been able to handle the duties of a Mail Clerk, this position should be re-allocated.

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3. It is requested that Position No. Q 120.01, Passenger Traffic Clerk, GS 2132.01-5 in the Travel Section of the Central Processing Branch be abolished, and that a Clerk (Typing) position be established within the Office of the Chief, Processing and Records Division. The functions formerly performed by the incumbent of Q 120.01 will be merged with the functions presently being performed by the incumbents of Position No. Q 120 and No. Q 387. The Clerk (Typing) position necessary to the Office of the Chief, PRD will spend the greatest portion of the time working with the receipt, review and dissemination of cables, answering telephones within the Office of the Chief, assisting the Secretary in the preparation of memoranda and other miscellaneous clerical duties.

4. The above T/O change requests do not constitute a change in the overall T/O strength of the Processing and Records Division. Your earliest possible attention to this matter will be greatly appreciated.


Chief, Processing and Records Division

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